

Safety Communication Network

The University Environmental Health, Safety and Risk Management Department (EHS&RM) is charged with the general oversight of the university safety program. Communication channels that connect each area of the university with the EHS&RM Department are necessary for an effective safety program. Each division of the university shall designate a safety representative or representatives who will act as the liaison(s) between the division and the EHS&RM Department. The purpose of the safety communication network is not to relieve the division members of the general responsibility but to recognize hazards in their areas of activity and take positive action to reduce or eliminate those hazards, nor is it to relieve the faculty and staff members of their responsibility to educate their students and employees about proper job procedures and recognized hazards before making task assignments. The safety communication network serves to create:

- A. A Communication Pathway: The procedure for channeling safety information to the EHS&RM Department is as follows:
 - 1. Any individual who discovers a safety problem shall notify his/her supervisor. The supervisor shall notify the appropriate division safety representative.
 - 2. The division safety representative shall coordinate with the appropriate individuals, and the safety problem will be resolved at that level if possible.
 - 3. If further action is necessary or if help is needed to clarify the problem and recommend a solution, the division safety representative will refer the problem to the EHS&RM Department. The EHS&RM Department will assess the safety issue and assist with the resolution.
 - 4. Should the scope of the problem be such that it is one of university-wide concern, or that resolution of the problem cannot be achieved at the department or division level, the EHS&RM Department will recommend a course of action through appropriate administrative channels to the president.

- B. Alternate Communication Pathway: The plan as outlined does not preclude a person from directly contacting the Environmental Health, Safety and Risk Management Department; however, the problem should be presented to the appropriate division safety representative for resolution at that level if possible.

- C. Other functions of the safety communication network:
 - 1. The network will serve as a means of communicating safety concerns from the EHS&RM Department through the division safety representative to faculty, supervisors and employees.
 - 2. A division or department that operates in an environment that presents high risk shall review its working conditions and the hazards associated with them to

establish a safety liaison between the department and EHS&RM

3. In order to maintain continuity of the safety communications network, the term of the division safety representative will be indefinite, but subject to review by the respective department or division head.
4. Departments that engage in high risk activities shall set aside bulletin board space to be designated "SAFETY NOTICES," and it shall be maintained exclusively for safety information. The bulletin board will be the responsibility of the division safety representative. The division safety representative's name, office number and phone number shall be posted on the bulletin board.

D. Safety Suggestion Program

The Safety Suggestion Program allows employees to voice their safety concerns and have a direct input into the safety program. Safety suggestions are to be directed to the director of EHS&RM. Suggestions may be anonymous; however, satisfactory resolution of the safety problem may depend upon discussions with the person.